New functionality in TREX 1.2

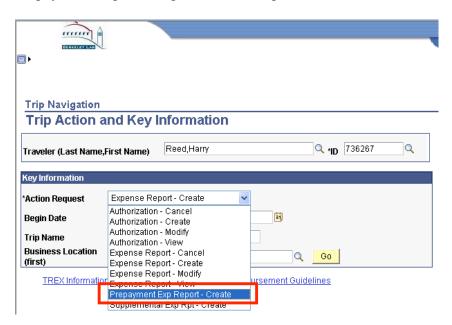
Requesting Reimbursement for Travel Expenses that must be paid before the Begin Date of the Trip.

The current process to request reimbursement when expenses must be paid before the trip takes place is to manually submit a 'Request for Issuance of Check' (RFIC) with the receipt attached to the Travel Office. When the Expense Report for the trip is prepared, the expenses reimbursed through the RFIC should not be included. It is required to make a note about the early reimbursement.

In TREX v1.2 is possible to prepare a 'Prepayment Expense Report' to request reimbursement for these expenses. The procedure is as follows:

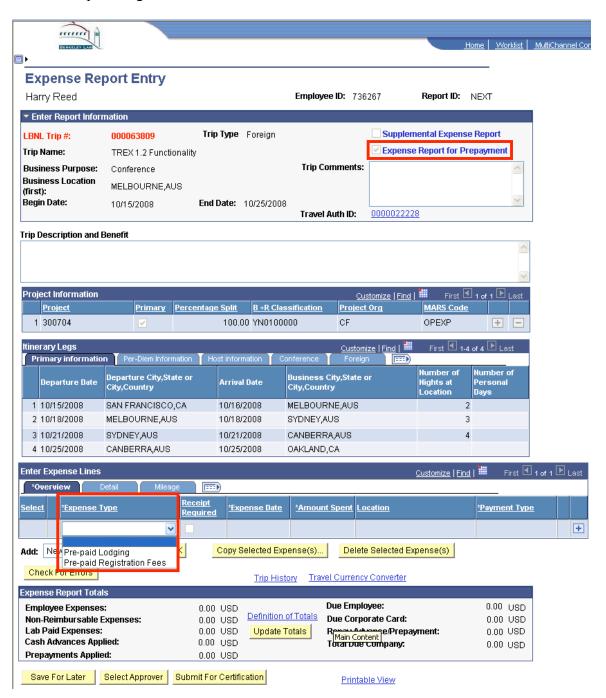
- A Trip Authorization is required in the system and it must be Division Approved.
- A 'Prepayment Expense Report' must be created and submitted for approval. The approval process is the same as for a regular Expense Report.
- The only expenses that will be reimbursed are Registration fees and Lodging.
- Reimbursement is payable to the traveler.
- After the trip takes place, an Expense Report must be created including all the expenses incurred on the trip, the prepaid expenses will be automatically populated with a negative amount to offset the amounts paid early.
- If the trip is canceled after a prepayment has been reimbursed, the related documents shouldn't be cancelled in TREX. An Expense Report must be created to offset the prepayment and the traveler must pay back to the Laboratory the payment made to him. The check reimbursing the Lab will be the required receipt for the Expense Report.
- If a prepayment is required to attend outside training in a nearby location, the documents in TREX must be created for a 'Domestic' trip.
- Travel expenses claimed and reimbursed up front through a Prepayment Expense Report are not charged to the project, they are recorded as a 'prepayment' to the traveler. The project will be charged when the total expenses are reported through the Expense Report for the trip.
- To View or Modify a Prepayment Expense Report use the 'Action Request' 'Expense Report-View' or 'Expense Report-Modify'.
- Prepayment Expense Reports as Regular Expense Reports can be Cancelled if needed only if they are in 'Pending' status.

Prepayment Expense Report is a new trip document in TREX. It can be selected from the 'Action Request'.

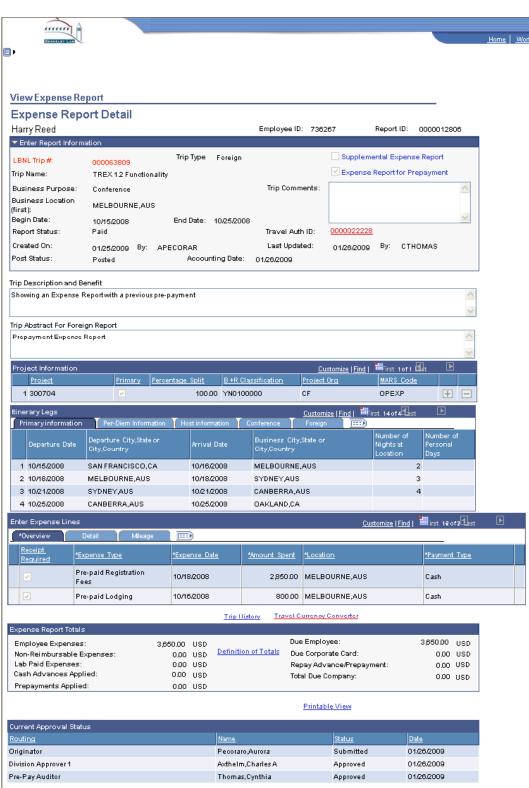


The only Expense Types to select from are:

- Pre-paid Lodging
- Pre-paid Registration Fees



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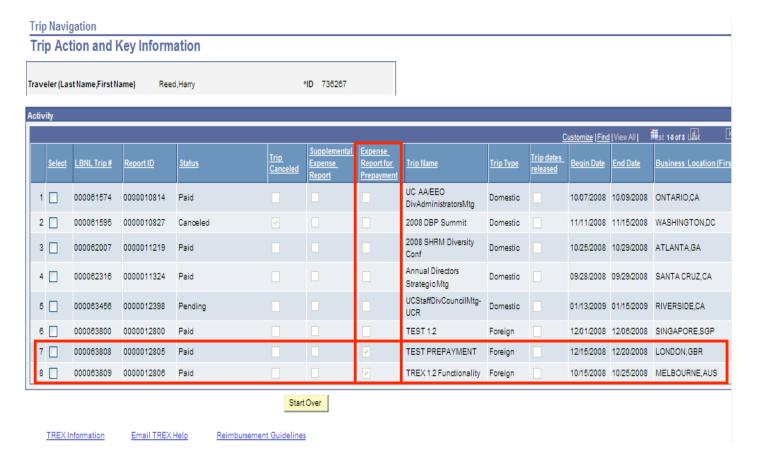
Comment:

Axthelm,Charles A

Name:

If an 'Expense Report for Prepayment' is saved without being submitting or it is Returned for Revision by an approver, it can be opened by selecting the 'Action Request' 'Expense Report – Modify'. To view Expense Reports for Prepayment the 'Action Request' to select should be 'Expense Report – View'.

The screen from where the Expense Report can be selected to be viewed or modified looks like this:



As for any other expense report, approvers have the option to approve or to send back for revision.

This is an Expense Report from an Authorization.

The system automatically creates the offset lines for the pre-paid amounts that are not editable (highlighted in red) The actual expense(s) for which a prepayment was processed must be reported in this final Expense Report, to account for the total cost of the trip (highlighted in green)



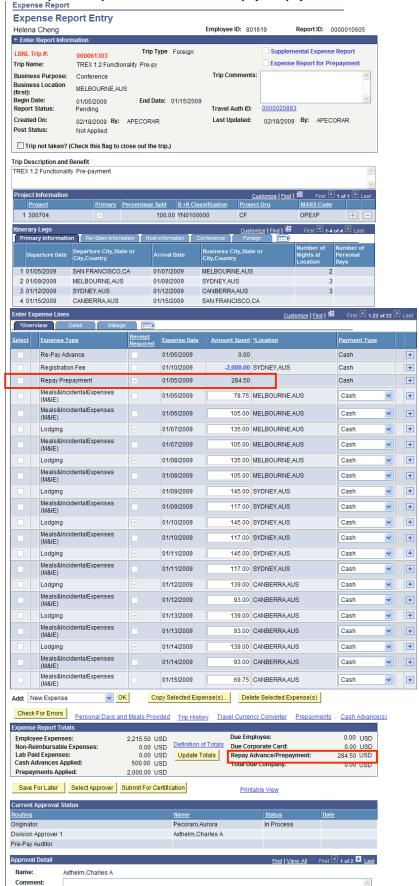
The Expense Report Totals show the total cost of the Trip and The Prepayment Amount Applied to this Expense Report, leaving the difference as Due to the Employee. (In this example the Lab Paid Airfare is also deducted from the amount Due to the Employee).

Once this Expense Report is Approved for Payment, the project is charged with the total cost of the trip.

In the event that a prepayment was made for a higher amount that the actual expense (e.g. lodging refundable deposit not fully used), after the Trip has taken place there is a balance that the traveler owes to the Laboratory. In this case, the system will automatically insert an Expense line: 'Repay Prepayment' for the balance. (Not editable)

This expense requires a receipt which should be the check to reimburse the Lab. (Without receiving a check for the balance the Expense Report will not be paid)

The Expense Report Totals show the Repay Prepayment Amount



If a trip where prepayments have been paid ends up being canceled and it will not take place, an expense report must be created to record the expense according with the terms agreed when making the pre-payment.